

15 APR 1970

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

[REDACTED]  
Chief, Support Services Staff

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SUBJECT : National Civil Service League Career Service  
Awards Banquet

1. As you know, Mr. Lawrence R. Houston is one of the 1970 NCSL Award winners. He and the other winners will be honored at the League's banquet at the Washington Hilton Hotel on 8 May 1970. We are anxious to honor him with the largest possible turnout of Agency employees and family members. The cost for Government employees and their families is \$15 per ticket. The cost for non-Government individuals is \$25 per ticket. Dress is semi-formal -- business suits for the men, cocktail dresses for the women.

2. The dinner, which is scheduled for 7:30 p.m., will be preceded by a reception and cash bar beginning at 6:30 p.m. Reservations may be made for individual places as well as for tables of ten. Reservations must be in by 23 April 1970.

3. The Agency-wide focal point is [REDACTED], Chief, Benefits and Services Division, Office of Personnel, extension [REDACTED]. The Support Directorate coordinator is [REDACTED], Room 7D02, Headquarters Building, extension [REDACTED].

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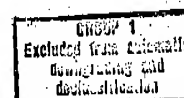
4. Please announce this event in your staff meeting and encourage participation by your personnel. [REDACTED] will be in contact with the office of each Support Office Director to provide assistance with reservations and tickets.

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[REDACTED]  
R. L. Bannerman  
Deputy Director  
for Support

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cc: Director of Personnel  
Chief, OP/BSD



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